

# NATOMAS UNIFIED SCHOOL DISTRICT

## TEACHER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To plan, prepare and implement lesson plans for assigned classes; to provide instruction; to evaluate student progress and provide special assistance as necessary; and to perform related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Principal.

Exercises functional and technical supervision over instructional support staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Provide a learning environment that allows for individual differences and respect for the dignity and worth of each student; promote and encourage a positive and nurturing learning environment.
2. Plan and prepare lessons; identify and select instructional support material; provide instruction to students.
3. Plan, assign, and direct the work of instructional support staff; train staff and review work practices.
4. Establish standards of student performance which can be quantitatively and qualitatively evaluated; prepare tests and assignments; correct papers and monitor student progress; prepare progress reports and report cards.
5. Assist specialist in the identification, assessment, and resolution of special student problems; participate in I.E.P. and Student Study Committee meetings, as appropriate.
6. Administer group tests in accordance with district and school testing programs; assess test results; identify student needs and provide appropriate instructional activities.
7. Develop goals and prepare and implement specific objectives for class according to Board and District policy.
8. Communicate with parents and students regarding the educational and social progress of students; identify areas for improvement.
9. Supervise students; enforce District and school rules, regulations, policies and procedures; recommend disciplinary actions, as necessary.

### **Essential Functions:**

10. Participate in professional group meetings; stay abreast of changes and new developments related to teaching techniques.
11. Attend in-service training, faculty and other appropriate meetings.

### **Marginal Functions:**

1. Exercise supervision and care over books, supplies, and equipment; instruct students on proper use and preservation of school properties.
2. Maintain a clean and safe classroom environment.
3. Participate in extra-curricular activities.
4. Procure and order supplies and equipment.
5. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Instructional methods and techniques.  
Teaching principles and practices.  
Curriculum for assigned grade level(s).  
Pertinent Federal, State, and local laws, codes and regulations.  
Recent developments, current literature and information related to curriculum and instruction.  
Classroom management practices.

#### **Ability to:**

Prepare and implement lesson plans.  
Assess student needs and develop appropriate instructional material.  
Motivate and manage students.  
Work effectively with students and parents.  
Communicate clearly and concisely, both orally and in writing.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:  
– *Walking or standing for extended periods of time*  
– *Operating assigned equipment.*  
Maintain effective audio-visual discrimination and perception needed for:  
– *Making observations*  
– *Communicating with others*  
– *Reading and writing*  
– *Operating assigned equipment.*

#### **Ability to:**

Maintain mental capacity which allows the capability of:  
– *Making sound decisions*  
– *Demonstrating intellectual capabilities.*

**NATOMAS UNIFIED SCHOOL DISTRICT**  
**Teacher (*Continued*)**

**Experience and Training Guidelines**

***Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:***

**Experience:**

**Responsible teaching experience, which may include student teaching.**

**Training:**

**Bachelor's degree from an accredited college or university.**

**License or Certificate**

**Possession of an appropriate and valid Teaching Credential issued by the California Commission on Teacher Credentialing.**

**WORKING CONDITIONS**

**Environmental Conditions:**

**Classroom environment.**

**Physical Conditions:**

**Essential and marginal functions may require maintaining physical condition necessary for standing and walking for prolonged periods of time.**